

# EXTRA WORK BILL - FILE TRANSFER OPTION

## Revision History

Revision Date	Revised By	Revision Number	Description of Changes
04/11/2003	R. Allen	1.4.0	<ul style="list-style-type: none"><li>• Added supplemental CCO number to all record types</li><li>• Added Contractor Comments column to EWB header record</li><li>• Increased Last Name field in Labor record from 10 to 30 characters.</li><li>• Increased Description of Work field in the Fixed (title) record from 50 to 100 characters.</li></ul>
04/25/2003	T. Schiavo	1.4.0	<ul style="list-style-type: none"><li>• Modified File Format Descriptions and Required Fields</li><li>• Modified Rules</li><li>• Modified the Steps in the FTP Submission Instructions</li><li>• Removed Step 4 – ‘Verify the Network Connection’</li><li>• Modified the URL in the new Step 4 – ‘Connect to the EWB FTP Server’</li><li>• Modified new Step 5 – ‘Transfer EWB’s to CalTrans FTP Server with new screen prints</li><li>• Modified new Step 6 – ‘View EWB Error Reports from the FTP Server’ with new screen prints</li></ul>
05/05/2003	R. Allen	1.4.0	<ul style="list-style-type: none"><li>• Removed all previously added supplemental CCO number columns from the record layouts.</li></ul>
04/30/2007	T. Schiavo	1.4.1	<ul style="list-style-type: none"><li>• Modify columns to match the on-line EWB system.</li><li>• Modify the FTP process to run twice daily.</li></ul>

This document provides detailed information concerning the FTP option for submission of electronic extra work bills. The following sections are included in this document:

- I. EWB File Transfer Protocol (FTP) Process Overview
- II. EWB FTP Requirements
- III. EWB FTP Certification Process
- IV. Hints for Successful FTP
- V. EWB FTP Frequently Asked Questions with Answers
- VI. EWB FTP File Format Overview
- VII. EWB FTP File Format Description
- VIII. EWB FTP File – Field Rules
- IX. EWB FTP Submission Instructions

## I. EWB FILE TRANSFER PROTOCOL (FTP) PROCESS OVERVIEW

The File Transfer Protocol (FTP) Option allows contractors to transfer electronic versions of Extra Work Bill files to an FTP server at Caltrans. There, the bills are collected, validated and loaded into the EWB database. Once Extra Work bills have been verified for proper format and validated for correct content, they will be available for contractor review/revision through the web-based online EWB system. If a format or content error does occur, an electronic error report will be generated and sent back to the contractor’s FTP directory for review and/or revision.

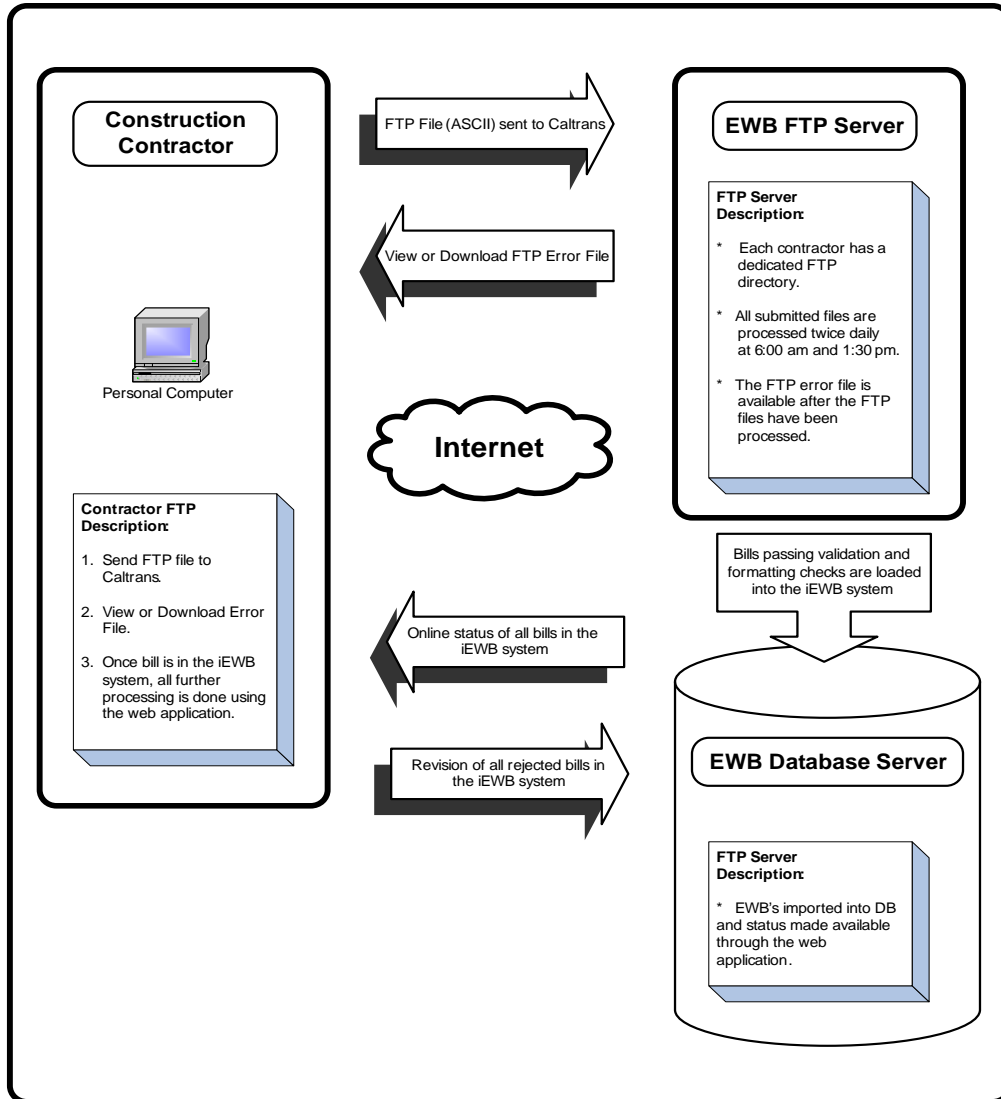
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The FTP Process (Overview) diagram describes a high level overview of the FTP process. This diagram includes:

- A general layout of all major components of the EWB FTP system – This includes computer workstations used by construction contractors to electronically transfer EWB's to the EWB FTP server; The EWB FTP server used to receive contractor submitted EWB files; The EWB database server used as a central repository for all EWB data;
- A basic description of each major component and primary functions.
- An overall high-level description of data flows between each component.
- Physical description of interfaces and interaction between each of the systems major components.

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## FTP Process (Overview)



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### II. EWB FTP REQUIREMENTS

Prior to being granted access to the EWB system and receiving a secure directory on the Caltrans FTP server, a contractor must meet minimum requirements. The following section describes what will be required for each EWB FTP User in order to participate in electronic submission of EWB data files.

1. EWB FTP Users must meet the following hardware requirements:

Hardware Requirements:
a) IBM compatible personal computer (PC) capable of running Windows 95,98,2000, NT or XP
b) PC must have a minimum of 64 megabytes of memory
c) PC must have 100 megabytes of free disk space available
d) Minimum screen resolution is 16 color (800x600) VGA
e) PC modem or equivalent device (used to connect a PC to the internet)

\* A 17" monitor is recommend

2. EWB FTP Users must meet the following software requirements:

Software Requirements:
a) FTP client utility (Netscape Navigator or Internet Explorer can be used to FTP files) *
b) Word processing utility capable of creating ASCII text file *
c) Windows 95, 98, 2000, NT, or XP
d) Netscape Navigator (version 4.7 ) or Internet Explorer (version 6.0)
e) Jinitiator (Browser Plug-in)
f) Adobe Acrobat (version 4.0 or greater)
* Automated Billing System with same functionality can be used in place

3. EWB FTP Users must provide a connection with a minimum of 56 kbps to the internet (standard ISP Services).

4. EWB FTP Users must be able to provide (through a customized Billing system or standard word- processing software) a standard ASCII text file that contains a predefined format for EWB data in an electronic format. This file will be tested for format and content correctness before it is used in production.

5. Prospective EWB FTP Users will be required to complete the FTP certification process. The certification process confirms a User can send Caltrans a bill, that an error file can be generated, that a User can find and read his error file, and that bills can be fixed and re-sent to Caltrans.

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### **III. EWB FTP CERTIFICATION PROCESS**

The following section describes the steps involved in becoming an EWB FTP User.

Step1: HQ Certification Desk (HQCD) is notified that a User wishes to send EWB's via FTP. This notification can be from the User, RE or District Administrator. HQCD will need a copy of either the iCAS Authorization Form from the Contractor or the Training Account Request Form turned in to the District Administrator.

Step 2: HQCD calls User to confirm that they want to use the FTP process, that they meet the minimum requirements, and that they are ready to commence the FTP Certification Process. HQCD will:

- 1.) obtain any additional information needed, 2.) confirm User has an individual User Profile established or is scheduled for iEWB Training, 3.) confirm that User's Organization is in the system and that IT has established the FTP Server account and password, 4.) create the Company FTP User Profile and enter test a contract on this profile.

Step 3: Certification test is run. It goes like this:

- a. Company FTP Profile is set up for EWB Certification Process.
- b. User sends in a file with a 'good' bill and a 'bad' bill. A 'bad' bill is one that has a known error in it so it will generate an error file. The file comes in to Caltrans as a .dat file.
- c. IT runs a script to process the .dat file. The .dat file becomes a .old file, which indicates it has been processed.
- d. HQCD confirms a .txt file is created and contacts User to find /review the error file, fix error and re-send bill to Caltrans.
- e. User re-sends fixed bill to Caltrans.
- f. IT runs a script to process the new .dat file.
- g. If everything went through ok, User is certified. Problems are worked out when they occur and then the process continues until both bills are successful in getting into the iEWB system. When this occurs, the certification process is complete.

Step 4: HQCD sends an e-mail confirmation of successful certification to the User with a copy to the District Administrator giving the Production setting and password. Contract numbers to be used in Production are added to both the Company FTP profile and the Individual User profile based on information on the iCAS Authorization form.

### **IV. HINTS FOR SUCCESSFUL FTP EWB'S**

1. There will be no limit as to how many files per contract per day may be submitted. Files sent after 1:30 pm will be processed at 6:00 am the next day. You can put as many bills for a specific contract in a file as necessary. The file names should include a time stamp along with the current date stamp, to make the files unique for processing. Otherwise, any processing done on the second file may override the processing done on the first file, such as the error file (.txt).
2. After reviewing your Error File, only re-send those bills that had errors. Re-sending the entire file will create many more unnecessary errors. Example, you send in a file with 20 bills, 15 bills make it into the iEWB system and 5 are in the error file. You fix the errors in the 5 bills and re-send the entire file with the 20 bills. You will now get 15 errors for duplicate bills. Just re-send the 5 bills that you fixed.

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3. All FTP files are sent to Caltrans using the Company FTP User Profile and access into the iEWB system is obtained using the Individual User Profile that is assigned to each individual User after they have attended training.
4. Sending file to Caltrans via FTP is a one way street into the iEWB system. Once the bill(s) are in the iEWB system, all action taken on the bills must be done within the iEWB system using the Individual User Profile.
5. Just because you use FTP does not mean you can not enter a bill or bills via the on-line data entry method also. Using the on-line data entry method would allow for the submission of bills after the FTP files have been sent for the day.
6. Bills with equipment can only have 20 lines of equipment per bill, material can only have 10 lines of invoices per bill, and labor can only have 20 lines of laborers per bill.
7. You will see three (3) types of files in your FTP site:
  - a. .dat file - this is a new file to which nothing has been done yet.
  - b. .old file - this is a file that has been processed. (The .dat file is renamed to .old after processing and will have a time stamp after the .old)
  - c. .txt file - this is the error file that is generated when a .dat file is processed that has an error in it. (The .txt file will have a time stamp after the .txt.)

### V. EWB FTP FAQ's (Frequently asked questions)

This section provides a list of frequently asked questions about the FTP process

1. Using the FTP process, how will invoices (materials, equipment, etc.) be handled? Will a scanner be required to create electronic copies of invoices to be submitted along with the electronic EWB data file? *Answer* - No, all invoices will be handled in the same way they are currently handled.
2. Will Sub-contractors be allowed to use the FTP process to submit EWB's? *Answer* - It will be up to the Prime contractor to identify those Users who will be authorized to submit EWB's for the prime contractor. Each contractor will be assigned only one FTP account and directory in which to submit all EWB's.
3. How does my automated Billing system work with the Caltrans FTP process? *Answer* - During the certification process, each contractor will be required to demonstrate the ability to send and retrieve files from the FTP server using whichever software solution accomplishes this successfully.
4. Does the EWB FTP server guarantee file security? *Answer* - Yes, the EWB FTP server is a fully secured environment that provides maximum protection against fraudulent or unauthorized access of a contractor's data files. However, the contractor is solely responsible for security of access to their system and account passwords.
5. Does the EWB FTP process allow me (the contractor) to use mixture of methods for submitting EWB's? *Answer*- Yes, the EWB FTP process will allow contractors to submit bills using both the EWB web-based data-entry application and FTP. Once the Contractor has agreed to use the Electronic EWB system on a particular contract, no paper bills will be allowed for that contract.

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## VI. EWB FTP FILE FORMAT OVERVIEW

The following section contains a detailed description of the Extra Work Bill FTP data file format used by construction contractors to electronically transfer Extra Work Bill data files to Caltrans EWB FTP server. The FTP process involves construction contractors transferring electronic versions of Extra Work Bill files to an FTP server where bills are collected, validated and loaded into a centralized EWB database. Before an electronically transferred EWB data file can be successfully loaded into the EWB database, it must first be verified and validated for proper format and content. The following EWB FTP file format chart (listed below) contains a detailed description of each field element used in the EWB data file. This FTP file format description should be used as the model for all EWB data files electronically transferred to the EWB FTP server. Once Extra Work Bill data files have been verified for proper format and validated for correct content, they will be available for contractor review/revision through the web-based online EWB system. If a format or content error does occur, an electronic error file will be generated and sent back to the contractor's FTP directory for review and/or fixing.

## VII. EWB FTP FILE FORMAT DESCRIPTION

The following chart describes the format of the EWB data file contractors will be required to send to the Caltrans EWB FTP server. \* Indicates changes made April, 2007.

Record Type	Column Name	Type	Length	Format	Position		Req ?	Description
<b>EWB Header</b>	DISTRICT	Text	2	99	1	2	Yes	Caltrans District Identification.
	EA	Text	6	Uppercase	3	8	Yes	Expenditure Authorization.
	CCO	Text	3	999	9	11	Yes	Contract Change Order number. Ties this record to a CCO.
	CONTR REPORT NO	Text	6	Uppercase	12	17	Yes	Contractor's report number.
	CONTR REVISION NO	Text	2	99	18	19	Yes	Must default to 0.
	RECORD TYPE	Number	1	9	20	20	Yes	Unique Identifier for the record type. Use '1'.
	SUBMIT DATE	Date	8	mmddyyyy	21	28		Date the Contractor submits the EWB.
	PERFORMED DATE	Date	8	mmddyyyy	29	36	Yes	Date the Contractor performed the work.
	CONTR JOB NO	Text	6	Uppercase	37	42		Contractor's job number.
	PAY METHOD	Text	2	99	43	44	Yes	Pay Method that must match the payment of the CCO.
	BRIDGE	Text	1	'Y','N'	45	45	Yes	Bridge Switch – Y indicates that this is a bridge work item. Must default to N.

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	FLAGGING	Text	1	'Y','N'	46	46	Yes	Flagging switch - indicates that this bill is for traffic control. Must default to <b>N</b> .
	SUB MARKUP	Text	1	'Y','N'	47	47	Yes	Sub contractor markup for administration on work done by subcontractor. Must default to <b>N</b> .
	RW DELAY	Text	1	'Y','N'	48	48	Yes	Right-of-way delay switch - indicates that this bill is for equipment that was idle due to a delay in the work. Must default to <b>N</b> .
	PARTNER	Text	1	'Y','N'	49	49	Yes	Partnering switch - indicates that this bill is for partnering expenses. Must default to <b>N</b> .
*	PERFORMED BY	Text	100		50	149	Yes	Work performed by – indicates who did the work.
*	DESC OF WORK	Text	100		150	249	Yes	Description of work done.
*	LABOR SURCHARGE REG	Number	2	99	250	251	Yes	Must default to 0.
*	USER LOGIN ID	Text	30		252	281	Yes	Caltrans assigned database FTP login id for the company.
*	CONTRACTOR COMMENTS	Text	500		282	782		Contractor Comments about the Extra Work.
<b>EWB EQUIP- MENT</b>	DISTRICT	Text	2	99	1	2	Yes	Caltrans District Identification. Same as Header record.
	EA	Text	6	Uppercase	3	8	Yes	Expenditure Authorization. Same as Header record.
	CCO	Text	3	999	9	11	Yes	Contract Change Order number. Ties this record to a CCO. Same as Header record.
	CONTR REPORT NO	Text	6	Uppercase	12	17	Yes	Contractor's report number. Same as Header record.
	CONTR REVISION NO	Text	2	99	18	19	Yes	Same as Header record.
	RECORD TYPE	Number	1	9	20	20	Yes	Unique Identifier from the record type. Use '2'.



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	LINE NO	Text	2	99	21	22	Yes	Line number from input form. Must be from 4 to 23.
	EQUIP ID	Text	8	Uppercase	23	30	Yes	Equipment identification - assigned by the contractor.
	EQUIP CLASS	Text	5	Uppercase	31	35	Yes	Equipment class.
	EQUIP MAKE	Text	4	Uppercase	36	39	Yes	Equipment make.
	EQUIP MODEL	Text	7	Uppercase	40	46	Yes	Equipment model.
	ATTACH CODE1	Text	2	Uppercase	47	48		Attachment code used to look up attachment rate.
	ATTACH CODE2	Text	2	Uppercase	49	50		Attachment code used to look up attachment rate.
	REG HOURS	Number	5	99.99	51	55		Regular hours worked. Must default to 0. Must have either Reg Hours or OT Hours or can have both.
	OT HOURS	Number	6	999.99	56	60		Overtime hours worked. Must default to 0.
<b>EWB MATERIAL</b>	DISTRICT	Text	2	99	1	2	Yes	Caltrans District Identification. Same as Header record.
	EA	Text	6	Uppercase	3	8	Yes	Expenditure Authorization. Same as Header record.
	CCO	Text	3	999	9	11	Yes	Contract Change Order number. Ties this record to a CCO. Same as Header record.
	CONTR REPORT NO	Text	6	Uppercase	12	17	Yes	Contractor's report number. Same as Header record.
	CONTR REVISION NO	Text	2	99	18	19	Yes	Must default to 0. Same as Header record.
	RECORD TYPE	Number	1	9	20	20	Yes	Unique Identifier from the record type. Use '3'.
	LINE NO	Text	2	99	21	22	Yes	Line number from input form. Must be from 24 to 33.
	VENDOR NAME	Text	30		23	52	Yes	Name of vendor.
*	INVOICE NO	Text	20	Uppercase	53	72		Invoice number. Must have an Invoice number with an Invoice date or both may be blank.
*	INVOICE DATE	Date	8	mmddyyyy	73	80		Invoice date. Must

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								have an Invoice Date with an Invoice Number or both may be blank.
*	INVOICE DESC	Text	50		81	130	Yes	Description of material or charges on invoice.
*	UNITS	Number	11	9999999.999	131	141	Yes	Number of units billed.
*	COST	Number	11	99999999.99	142	152	Yes	Cost per unit.
<b>EWB LABOR</b>	DISTRICT	Text	2	99	1	2	Yes	Caltrans District Identification. Same as Header record.
	EA	Text	6	Uppercase	3	8	Yes	Expenditure Authorization. Same as Header record.
	CCO	Text	3	999	9	11	Yes	Contract Change Order number. Ties this record to a CCO. Same as Header record.
	CONTR REPORT NO	Text	6	Uppercase	12	17	Yes	Contractor's report number. Same as Header record.
	CONTR REVISION NO	Text	2	99	18	19	Yes	Same as Header record.
	RECORD TYPE	Number	1	9	20	20	Yes	Unique Identifier from the record type. Use '4'.
	LINE NO	Text	2	99	21	22	Yes	Line number from input form. Must be from 34 to 53.
	CRAFT ID	Text	5	Uppercase	23	27	Yes	Labor craft code.
	F INITIAL	Text	2		28	29	Yes	Laborer's first name initial.
	LAST NAME	Text	30		30	59	Yes	Laborer's last name.
	REG HOURS	Number	4	99.9	60	63		Regular hours worked. Must have Regular hours with Regular rate or both 0. Must default to 0. Must have at Regular hours/rate or Overtime hours/rate or Subsistence units/rate.
	REG RATE	Number	6	99.999	64	69		Rate for regular hours worked. Must have Regular rate with Regular hours or both 0. Must default to 0.
	OT HOURS	Number	4	99.9	70	73		Overtime hours worked. Must Overtime hours with Overtime rate or both 0. Must default to 0.

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	OT RATE	Number	7	999.999	74	80		Rate for overtime hours worked. Must Overtime rate with Overtime hours or both 0. Must default to 0.
	SUB UNITS	Number	5	99.99	81	85		Subsistence units for this laborer. Must default to 0.
	SUB RATE	Number	5	99.99	86	90		Subsistence rate. Must default to 0.
<b>EWB OTHER</b>	DISTRICT	Text	2	99	1	2	Yes	Caltrans District Identification. Same as Header record.
	EA	Text	6	999999	3	8	Yes	Expenditure Authorization. Same as Header record.
	CCO	Text	3	999	9	11	Yes	Contract Change Order number. Ties this record to a CCO. Same as Header record.
	CONTR REPORT NO	Text	6		12	17	Yes	Contractor's report number. Same as Header record.
	CONTR REVISION NO	Text	2	99	18	19	Yes	Same as Header record.
	RECORD TYPE	Number	1	9	20	20	Yes	Unique Identifier from the record type. Use '5'.
	LINE NO	Number	2	99	21	22	Yes	Line number from input form. Can only be 54.
*	DESCRIPTION	Text	200		23	222	Yes	Description of other charges subject to labor markup.
*	AMOUNT	Number	14	999999999999.99	223	236		Must have an amount if there are no Travel Units and Travel Rate. Must default to 0.
*	TRAVEL UNITS	Text	5	99.99	237	241		Travel Units. Must have Travel Units with Travel Rate or both can be 0 if there is an Amount. Must default to 0.
*	TRAVEL RATE	Number	5	99.99	242	246		Travel Rate. Must default to 0.

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### VIII. EWB FTP FILE – FIELD RULES

The following tables contain detailed rules to be applied to the EWB FTP file.

Field Name	Rule
<b><u>EWB Header</u></b>	
District	District. Required field.
EA	Expenditure Authorization. Required Field.
CCO Number	Required field. Must be numeric.
Contractor Report No	Required. Any characters. Force Uppercase.
Contractor Revision No	Required. Should be 0.
Record Type	Required. Must be 1.
Submit Date	Date EWB is sent to Caltrans. Format mmddyyyy
Date Performed	Required. Format mmddyyyy. Date the work was performed.
Contractor Job No	Any characters. Force Uppercase.
Payment Method	Required field. Values: +EW@FA (01), +EW@LS (02), +EW@UP (03), +AC@FA (04), +AC@LS (05), +AC@UP (06), -AC@LS (11) & -AC@UP (12). The values in parens are the values to be stored in the file.
Bridge	“Y” for Bridge work. “N” is the default.
Flagging	“Y” if pay is for 50% flagging. “N” is the default.
Sub Markup	“Y” if 5% sub contractor markup is involved. “N” is the default.
R/W Delay	“Y” to indicate R/W delay/ “N” is the default.
Partner Switch	“Y” to indicate this bill is for Partnering cost billing. “N” the default.
Performed By	Required field. Any characters.
Desc of Work	Required field. Any characters.
Labor Regular Surcharge	Required field.
User ID	FTP User Identification of the company who created the file.
Contractor Comments	Any characters.

Field Name	Rule
<b><u>EWB Equipment</u></b>	
District	Required, should be same as EWB Header record.
EA	Required, should be same as EWB Header record.
CCO Number	Required, should be same as EWB Header record.
Contractor Report No	Required, should be same as EWB Header record.
Contractor Revision No	Required, should be same as EWB Header record.
Record Type	Required. Must be 2.
Line No	Required. Line numbers 4 through 23.
Equip ID	Required field. Force Uppercase.

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Equipment Class	Required field. Force Uppercase.
Equipment Make	Required field. Force Uppercase.
Equipment Model	Required field. Force Uppercase.
Attach Code1	Optional field. There can be two attachments for each piece of equipment. Force Uppercase.
Attach Code2	Optional field. There can be two attachments for each piece of equipment. Force Uppercase.
Regular Hours	Required if OT Hours = 0. Must not exceed 8 hours.
Overtime Hours	Required if Reg Hours = 0. Must not exceed 16. Not allowed if the R/W Delay is set to "Y".
<b><u>EWB Material</u></b>	
District	Required, should be same as EWB Header record.
EA	Required, should be same as EWB Header record.
CCO Number	Required, should be same as EWB Header record.
Contractor Report No	Required, should be same as EWB Header record.
Contractor Revision No	Required, should be same as EWB Header record.
Record Type	Required. Must be 3.
Line No	Required. Line numbers 24 through 33.
Vendor Name	Required field. Force Uppercase.
Invoice No	Optional field. Required with an Invoice Date. Force Uppercase.
Invoice Date	Optional field. Required with an Invoice No. Format mmddyyyy.
Invoice Description	Optional field. Force Uppercase.
Units	Required field.
Unit Cost or Net Pay	Required field.

<b>Field Name</b>	<b>Rule</b>
<b><u>EWB Labor</u></b>	
District	Required, should be same as EWB Header record.
EA	Required, should be same as EWB Header record.
CCO Number	Required, should be same as EWB Header record.
Contractor Report No	Required, should be same as EWB Header record.
Contractor Revision No	Required, should be same as EWB Header record.
Record Type	Required. Must be 4.
Line No	Required. Line numbers 34 through 53.
Craft ID	Required field. Force Uppercase.
Labor Initial	Required field. Force Uppercase.
Labor Last Name	Required field.
Labor Reg Hours	Required if Reg Rate > 0. Either Reg Hours, or OT Hours or Sub Hours must be > 0.
Labor Reg Rate	Required if Reg Hours > 0.
Overtime Hours	Required if OT Rate > 0.
Overtime Rate	Required if OT Hours > 0.
Subsistence Units	Required if Sub Rate > 0.

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Subsistence Rate	Required if Sub Hours > 0.
<b><u>EWB Other</u></b>	
District	Required, should be same as EWB Header record.
EA	Required, should be same as EWB Header record.
CCO Number	Required, should be same as EWB Header record.
Contractor Report No	Required, should be same as EWB Header record.
Contractor Revision No	Required, should be same as EWB Header record.
Record Type	Required. Must be 5.
Line No	Required. Line number 54.
Description	Required field.
Amount	Either Amount or Travel Expense Units/Rate must be > 0.
Travel Expense Units	Optional field if Amount = 0. Required when Travel Expense Rate > 0 and Amount = 0.
Travel Expense Rate	Optional field if Amount = 0. Required when Travel Expense Units > 0 and Amount = 0.

### IX. EWB - FTP SUBMISSION INSTRUCTIONS

These instructions cover the EWB file transfer process (FTP). Both browsers, Internet Explorer 6.0 and Netscape 4.7, are compatible with the EWB Billing System. Any FTP client software can be used to transfer extra work bill files to the EWB server.

1. Connect to the EWB FTP Server. The URL (uniform resource locator) is:  
  
**ftp://yourcompanyaccount@svctdb36.dot.ca.gov:2100**
2. Transfer your ASCII file to the Caltrans FTP Server. All files are processed twice a day at 6:00a.m. and 1:30 p.m.
3. View EWB Error Reports from the FTP Server. Once processed, if there are any errors, a report will be generated and placed in the same directory on the EWB FTP server where the file was submitted. The contractor can download, review or print the file.
4. All EWB's that have been transferred successfully, will be available for viewing or further handling on-line via the web-based application

#### FTP Error Samples

The format of the error report file name includes the contract number (Dist/EA), EWB FTP account name ( EWB1-999 ), and the date/time which the file was created (mmddyyyyhhmm). All error reports will have a .txt file name extension. (The file extension is the three-letter designation that follows a period in the file name.)

Sample Error File Name:

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01161004abc040620071430.txt

### Sample Error File:

ABCFTP 01-161004 ERROR LOG FOR 04/06/2007

CCO	RptNo	Contr rev no	Tab	Line no	Error
001	0010.0	00	Equipment	04	OT not allowed when R/W Delay = Y
				05	OT not allowed when R/W Delay = Y
				06	Equipment Codes are not valid ; OT not allowed when R/W Delay = Y
				07	Equipment Codes are not valid; Attach Code1 is not valid; OT not allowed when R/W Delay = Y
				08	OT not allowed when R/W Delay = Y
			Material	24	Invoice description missing
			Labor	34	Labor is not allowed when RW Delay = Y
				35	Labor is not allowed when RW Delay = Y
				36	Labor is not allowed when RW Delay = Y
				37	Labor is not allowed when RW Delay = Y